

# NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 99-719

TO:	School Food Authorities	ISSUE DATE: June 1999
FROM:	Summer Food Service Program Unit	
ATTENTION:	Authorized Representatives	
SUBJECT:	Requirement for First-Week Visits in the Summer Food Service Program	
REFERENCE:	USDA APB: SFS-99-19	

This Management Bulletin disseminates information from the United States Department of Agriculture regarding a waiver for conducting the first-week site visit in the Summer Food Service Program (SFSP).

The purpose of the first-week site visit is to identify and correct problems early in the program. Waiving this requirement will allow the school food authority (SFA) additional time for training and monitoring sites that have less experienced personnel or those having operational difficulties.

This waiver is available for "experienced" SFA and sites they administer. "Experienced" sponsors and sites are those who successfully administered the SFSP in the prior year (i.e., had no significant operational problems in prior-year reviews). Sponsors with sites eligible for the waiver (1) must have "experienced" personnel at the site, **and** (2) be able to demonstrate that they successfully operated the SFSP and sites in the prior program year. Waivers will be granted on a site-by-site basis.

Requests for waivers must be in writing and received prior to the site's first week of operation. The waiver request must contain the site number, name, address, and name(s) of the experienced site personnel. Waivers received after the site's first week of operation cannot be granted. All waiver requests should be sent to:

Melissa Garza, Program Analyst  
California Department of Education  
Nutrition Services Division  
Summer Food Service Program Unit  
560 J Street, Suite 270  
Sacramento, CA 95814  
or  
Fax (800) 333-5775

If you have any questions, please contact Melissa Garza, Program Analyst, Summer Food Service Program Unit, at (916) 322-5885, [mgarza@cde.ca.gov](mailto:mgarza@cde.ca.gov), or (800) 333-5675.

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Marilyn Briggs, Director  
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